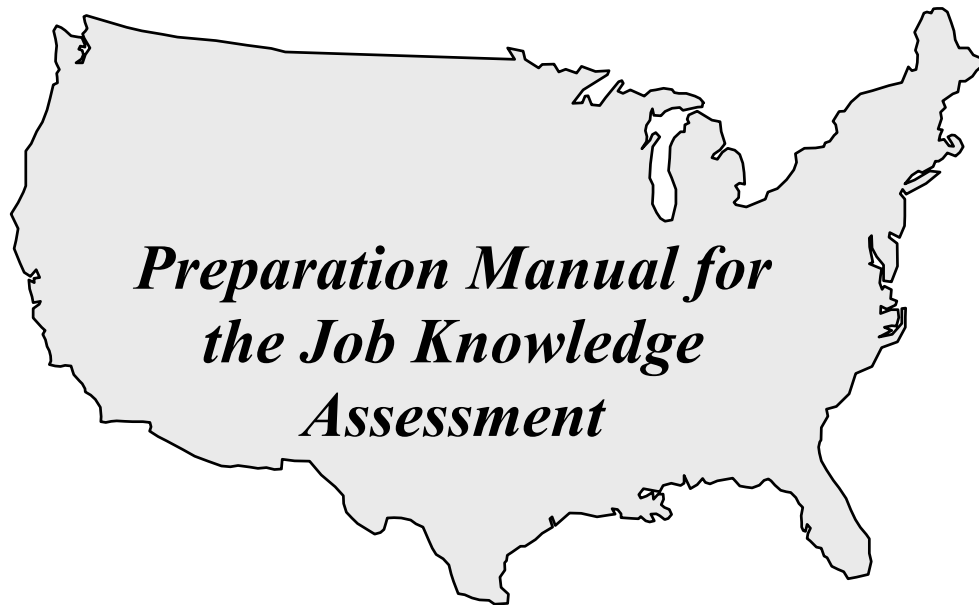

***U.S. Border Patrol
Promotional Assessment Process***



**Research and Development Branch
Office of Human Resources and Development**

Preparation Manual for the U.S. Border Patrol Job Knowledge Assessment

INTRODUCTION

Purpose of the Manual

The purpose of this manual is to help you prepare to take the U.S. Border Patrol Job Knowledge Assessment, which is part of the competency-based promotional assessment process for first-line supervisory positions in the Border Patrol.

In order to be eligible for first-line supervisory positions, qualified Border Patrol Agents must submit a Job Experience Measure (JEM) and take the three-part promotional assessment consisting of the Decision-Making Situational Assessment, the Managerial Writing Skills Exercise, and the Job Knowledge Assessment. Preparation materials for the Decision-Making and Writing Skills assessments are conveyed under separate cover in the Candidate Information Booklet.

The assessment described in this manual evaluates candidates' knowledge of regulations, laws, procedures, and processes related to the requirements of a first-line supervisor in the Border Patrol. The manual will familiarize you with the assessment and will provide you with an opportunity to study sample questions that are representative of the questions in the assessment. The manual outlines both the content areas covered by the Job Knowledge Assessment and the primary reference materials that cover the knowledge assessed.

Contents of the Manual

The manual is organized into four sections. The first section briefly explains how the job knowledge questions were developed, reviewed, and validated. The second section discusses the breakdown by content area and the number of questions representing each content area that appears in the assessment. A list of tasks is provided for each content area, followed by the primary references used for each of these content areas. A strategy for preparing for the assessment is provided immediately thereafter. Finally, sample questions that are similar to the questions in the assessment are provided.

HOW THE ASSESSMENT WAS DEVELOPED

A panel of experienced, highly qualified Supervisory Border Patrol Agents was convened to determine the content areas to be covered in the assessment and to generate job knowledge questions addressing the content areas. Under the direction of a senior research psychologist from the Research and Development Branch, the panel identified the most important content areas and their related tasks and competencies. Then, they wrote questions to address the specific content areas and the tasks and competencies linked to each content area. A list of the competencies important for performing first-line Supervisory Border Patrol Agent (SBPA) work is provided in Appendix A on page 10. Content areas and their related tasks are provided below.

Each question addresses a specific competency and its accompanying task(s), and is tied to a specific reference. A list of references used to generate the majority of the test questions is found in Appendix B on page 11. These reference materials should be readily available for study purposes.

All of the questions were reviewed for accuracy and appropriateness by a second panel of Supervisory Border Patrol Agents. The panel agreed that each question assesses an important knowledge and that each question has a single, correct answer that is consistent with the policies and procedures of all Border Patrol sectors.

CONTENT AREAS COVERED BY THE ASSESSMENT

The primary content areas covered by the assessment and the percentage of questions from each content area are provided in the following table.

Job Knowledge Assessment Areas

Content Area	Percentage of Questions
Operations	30
Administrative/Criminal Prosecutions	20
Public Relations/Communications	15
Resources Management	10
Personnel Management	20
Policy Development And Implementation	5

The tasks for each content area are listed below, and the primary references used to write the test questions for each content area are provided.

Operations

- Oversees Border Patrol operations by land, sea, or air along the border of the United States to detect persons attempting to enter the country illegally.
- Seeks out and apprehends aliens who are illegally in the United States and enforces all of the provisions of the Immigration and Nationality laws.
- Plans, assigns, and reviews the daily work of subordinate agents.
- Plans and directs operations, prosecution program, and prisoner detention and transport.
- Guides patrol agents in their decisions regarding the disposition of apprehended persons and the preservation of civil rights.
- Monitors and oversees shift operations for a Border Patrol station and makes timely decisions in unusual situations as the need arises.
- Detects and prevents smuggling of contraband and illicit drugs into the United States.
- Ensures work performed is consistent with the Border Patrol Regulations and is applicable to Immigration and Nationality laws.
- Issues special instructions for non-routine, complex patrol assignments and task force operations.
- Collects, coordinates, evaluates, and disseminates intelligence information obtained.
- Monitors work that involves high risks, potentially dangerous situations, and unusual environmental stress, such as operating automobiles in high-speed chases and boarding moving trains.

The primary references used to generate the questions for this content area are:

- ☐ Border Patrol Handbook
- ☐ Agreement M-422, USBP, National Border Patrol Council
- ☐ Firearms Policy AM 20.012
- ☐ Border Patrol Pursuit Policy
- ☐ Border Patrol Evidence Policy
- ☐ The Immigration and Nationality Act

Administrative/Criminal Prosecutions

- Reviews cases for administrative and criminal proceedings.
- Supervises the reviewing, controlling, coordinating, preparing, and presenting of cases for administrative and criminal processing.
- Maintains and monitors evidence/records placed in custody for safekeeping.
- Testifies in administrative and criminal hearings and trials.
- Provides expertise in other agency cases when assistance is needed.

- Oversees investigations to identify, apprehend, and prosecute individuals who have violated the Immigration and Nationality Act or have possessed contraband or controlled substances.
- Directs a variety of difficult investigations, including the use of surveillance, undercover operations, record searches, interviews, and informants.
- Oversees interviewing of defendants and material witnesses and obtains sworn statements, data, and other information.
- Evaluates the facts and evidence of each case and decides to detain illegal aliens, grant voluntary departures, or release aliens on own recognizance.
- Recommends a course of action for apprehended violators, including whether or not cases warrant prosecution.
- Reviews allegations that substantiate removal charges.

The primary references used to generate the questions for this content area are:

- ☐ Border Patrol Handbook
- ☐ M-69 Handbook
- ☐ Border Patrol Evidence Policy
- ☐ The Immigration and Nationality Act

Public Relations/Communications

- Maintains liaison and cooperative relationships with appropriate officials of foreign governments and Federal, state, and municipal law enforcement agencies.
- Communicates with sector, regional, and headquarters staff to ensure the availability of resources to report or justify actions taken, or to act as an advocate for a particular point of view.
- Works with sector intelligence officers on analyzing strategic information that has been gathered.
- Acts as a liaison with Union representatives.
- Receives and resolves complaints and grievances from the public.

The primary references used to generate the questions for this content area are:

- ☐ Border Patrol Handbook
- ☐ M-69 Handbook
- ☐ Agreement M-422, USBP – National Border Patrol Council

Resources Management

- Reviews and edits reports and other written materials to ensure thoroughness of planning and analysis, soundness of judgment, and reasonableness of conclusions drawn.
- Reviews and approves correspondence submitted by subordinates to ensure consistency of reports and reporting procedures.
- Directs and supervises the preparation of reports such as personnel, accident investigation, intelligence information, and other special reports.
- Reviews and ensures timely submission of monthly statistical work measurement reports.
- Studies conditions of assigned areas and plans Border Patrol activities accordingly.
- Reviews daily work reports of subordinates, analyzes results obtained, and determines the need for increasing or decreasing operational strength in work areas.
- Designs work flow methods and procedures and assigns work accordingly.
- Directs and manages the proper use, maintenance, and security of Government-owned buildings, vehicles, communications equipment, intrusion detection devices, night vision devices, and other physical property.
- Oversees the maintenance and use of lethal and nonlethal weapons according to Service policy.
- Makes temporary reassignments of personnel, units, and equipment to provide adequate response to emergency situations.

The primary references used to generate questions for this content area are:

- ☐ Border Patrol Handbook
- ☐ Firearms Policy AM 20.012
- ☐ The Immigration and Nationality Act

Personnel Management

- Ensures that all employees adhere to the standards set forth in the EEO program.
- Ensures that subordinates complete EEO training programs and correspondence courses.
- Approves overtime, annual leave, and sick leave, and is accountable for time and attendance reports submitted.
- Complies with and ensures, through effective systems of control, the compliance of subordinates with integrity standards and all applicable laws, regulations, and instructions governing employee conduct.
- Reviews and evaluates employee performance and recommends activities for performance improvement.
- Explains to employees their duties and obligations.
- Recommends subordinates for promotion, reassignment, awards, or other status changes as appropriate.
- Maintains familiarity with procedures surrounding handling of on-the-job injuries.

- Ensures equality and fairness in issuing assignments and selecting details and training sessions.
- Receives and resolves complaints and grievances from employees.

The primary references used to generate questions for this content area are:

- ☐ Agreement M-422, USBP – National Border Patrol Council
- ☐ Administrative Manual – Personnel Policies and Procedures

Policy Development and Implementation

- Understands all applicable laws and regulations associated with preventing the illegal importation and exportation of all contraband (Title 19).
- Verifies compliance with policies and directives, including Service policies such as high-speed vehicular pursuit, use of deadly force, etc.
- Reviews and evaluates work plans to ensure that they are in accordance with established policies and procedures for accomplishing goals and objectives.
- Understands all applicable laws and regulations associated with responsibilities under the Controlled Substances Act (Title 21)

The primary references used to generate questions for this content area are:

- ☐ Border Patrol Handbook
- ☐ M-69 Handbook
- ☐ Firearms Policy AM 20.012

PREPARING FOR THE ASSESSMENT

Once you have read the list of tasks for each of the content areas presented above, you should have another look at the table presented on page 2. This table provides the percentage of questions included in the assessment for each content area, which may help you decide the amount of time to devote to the study of each content area. If you feel quite secure in your knowledge of a particular content area, you can devote more time and effort to the study of materials related to the other content areas. Finally, Appendix B provides a list of the references from which a majority of the questions were written.

The Job Knowledge Assessment questions are multiple-choice. Each has a question and four choices consisting of a correct answer and three incorrect answers. There is no penalty for guessing on this assessment; therefore, you should select a response for every question, even if you are not absolutely certain that it is the correct response.

The assessment consists of two types of questions. The first type asks about an important knowledge that Supervisory Border Patrol Agents need to know, such as sample questions 2 and 3 below. The second type of question is based on scenarios typical of experiences encountered as a first-line Supervisory Border Patrol Agent, as reflected in sample questions 1, 4, and 5 below.

Reading the sample questions and the ensuing discussion for each should also help you to prepare for the assessment. The sample questions illustrate the types and content of questions that will appear on the assessment as well as the manner in which the questions are related to the content area and the specific tasks within the content areas.

SAMPLE QUESTIONS

1. You are interviewing a person whom you suspect is an illegal alien. Although you are wearing your Border Patrol uniform, the person requests further identification from you. What action should you take?
 - A) No action is required because you are not required to carry credentials while on duty.
 - B) No action is required because the individual is not entitled to see further identification.
 - C) No action is necessary because the uniform is sufficient for identification purposes.
 - D) You should show the person the appropriate credentials.

The correct answer is choice (D), “You should show the person the appropriate credentials.” According to information contained in the Border Patrol Handbook, the uniform is not sufficient to identify an individual as a Border Patrol Agent. Agents must produce the appropriate credentials upon request. This question addresses the following task: Complies with and ensures, through effective systems of control, the compliance of subordinates with integrity standards and all applicable laws, regulations, and instructions governing employee conduct. This task is part of the Personnel Management duty.

2. With respect to the Border Patrol’s authority to administer oaths, which of the following statements is accurate?
 - A) Agents are only authorized to administer oaths within the United States.
 - B) A witness is not required when an oath is administered.
 - C) The authority to issue oaths is derived from Sections 235 and 287 of the Immigration and Nationality Act.
 - D) Agents are only authorized to administer oaths within their area of assigned operations.

The correct answer is choice (C), “The authority to issue oaths is derived from Sections 235 and 287 of the Immigration and Nationality Act.” This question is based on information in the Border Patrol Handbook. The question addresses the following task: Oversees interviewing of defendants and material witnesses and obtains sworn statements, data, and other information. This task is part of the Administrative/Criminal Prosecutions duty.

3. When making a vehicle stop for a suspected violation of the Immigration and Nationality Act, what degree of suspicion is needed?
 - A) Probable cause
 - B) Reasonable suspicion
 - C) Mere suspicion of alienage
 - D) None - Border Patrol agents can lawfully make vehicle stops without any degree of suspicion

The correct answer is choice B, “Reasonable suspicion.” This question was based on information in the M-69 – The Law of Arrest, Search, and Seizure for Immigration Officers. The question addresses the following task: Seeks out and apprehends aliens who are illegally in

the United States and enforces all of the provisions of the Immigration and Nationality laws. This task is part of the Operations duty.

4. You are preparing to testify at a criminal proceeding. Prior to your testimony, you learn that another agent's testimony in the proceeding conflicts with your observation of the facts pertaining to the case. Which action would be appropriate for you to take?
- A) Contact the prosecuting attorney and inform him/her that the other agent has committed perjury.
 - B) Ensure that your testimony coincides with that of the other agent.
 - C) Give truthful and complete testimony pertaining to the facts of the case.
 - D) Decline to testify because of the contradiction with the other agent's testimony.

The correct answer is choice C, "Give truthful and complete testimony pertaining to the facts of the case." Choices A and B are clearly inappropriate. With regard to choice D, if you have been subpoenaed, then you could not decline to testify. In cases in which you have not been subpoenaed, you should not decline to testify even if your testimony may conflict with someone else's. The question was based on information in the Border Patrol Handbook. The question addresses the following task: Testifies in administrative and criminal hearings and trials. This task is part of the Administrative/Criminal Prosecutions duty.

5. You are a supervisor preparing to review the documentation of an alien smuggling case. While examining the agent's documentation on the case, you discover that the agent has processed a U.S. citizen as a smuggler. What action would be appropriate?
- A) Handle the case as an administrative proceeding.
 - B) Prepare for criminal prosecution of the citizen.
 - C) Grant V/R to the citizen.
 - D) Place the citizen under an immigration hold with Form I-247.

The correct answer is choice B, "Prepare for criminal prosecution of the citizen." The question was based on information in the M-69 Handbook. The question addresses the following task: Decides the final disposition of apprehended violators, including whether or not cases warrant prosecution. This task is part of the Administrative/Criminal Prosecutions duty.

APPENDIX A

TECHNICAL COMPETENCIES

1. Employee Performance Appraisal Procedures
2. Identification of Training Needs and Resources for Employees
3. Equal Employment Opportunity (EEO) Requirements
4. Labor Management Relations (LMR)
5. Office of Workers' Compensation Program (OWCP) Requirements
6. Employee Assistance Program (EAP)
7. Ethical Conduct for Border Patrol Agents
8. Office of Inspector General (OIG) and Office of Internal Audit (OIA) Investigations
9. Administrative Procedures and Reports
10. Preparation of Operational Plans
11. Accident Investigation Procedures
12. Dealing with Traumatic Incidents
13. Interaction with the Media and Public Organizations
14. Interaction with Other Law Enforcement Organizations
15. Civil Rights Issues in Relation to Authority
16. Submission of Cases for Prosecution
17. Alien Removal Procedures
18. Firearms Policy
19. Vehicle Pursuit Policy
20. New Immigration Law (IIRAIRA)
21. Security Issues

APPENDIX B

REFERENCE MATERIALS

1. Border Patrol Handbook
2. M-69 – The Law of Arrest, Search, and Seizure for Immigration Officers, January 1993 Edition
3. Agreement M-422, USBP – National Border Patrol Council
4. Border Patrol Pursuit Policy
5. Firearms Policy AM 20.012
6. M-68 Officer's Handbook – A Guide for Proper Conduct and Relationships with Aliens and the General Public
7. M-317, Your Responsibilities as an INS Employee under FOIA/PA
8. The Immigration and Nationality Act
9. Border Patrol Evidence Policy
10. Administrative Manual – Personnel Policies and Procedures